DATA ELEMENT NAME:	ADDRESS - CITY AND STATE	FORMAT:	A25

FILE:	FIELDNAME:	ALIAS:
ALL (EXCEPT POSITION)	CITY_STATE	ADDR2

DEFINITION: Identifies the employee's city and state address.

VALUES:

DATA ELEMENT NAME:	ADDRESS - STREET OR P.O. BOX	FORMAT:	A28

FILE:	FIELDNAME:	ALIAS:
ALL (EXCEPT POSITION)	STREET_ADDR	ADDR1

DEFINITION: Identifies the employee's street address or post office box.

VALUES:

DATA ELEMENT NAME:	ADDRESS - ZIP CODE	FORMAT:	A5

FILE:	FIELDNAME:	ALIAS:
ALL (EXCEPT POSITION)	ZIP_CD	ZIP

DEFINITION: Identifies the employee's zip code.

VALUES:

DATA ELEMENT NAME:	ADJUSTMENT CODE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	ADJUST_CD	ADJUSTCD

DEFINITION: Identifies the adjustment code.

VALUES:

0	No adjustment.
1	Adjustment of time worked.
2	Adjustment of salary rate.
3	Adjustment of both time worked and salary rate.
4	Adjustment of time base fraction.
5	Adjustment of time base fraction and salary rate.
6	Adjustment to gross.

DATA ELEMENT NAME:	ADMINISTRATION COST	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Deductions	ADMIN_COST	ADMIN

DEFINITION: Identifies the amount charged to an agency for processing health, dental, vision and benefit life insurance documentation.

VALUES:

DATA ELEMENT NAME:	AGE	FORMAT:	I3

FILE:	FIELDNAME:	ALIAS:
ALL (EXCEPT POSITION)	AGE	AGE

DATA ELEMENT NAME:	AGENCY CODE	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	AGENCY_CD	AGY
CSEMPL - Historical	HAGENCY_CD	HAGY
CSPMTS - Payments	PAY_AGENCY	PAYAGY
CSPMTS - Deductions	PAY_AGENCY	PAYAGY
CSLAS	LAGENCY_CD	LAGY
THLAS	THAGY	THAGY

DEFINITION: Identifies the department and fund from which salaries are payable.

VALUES: Refer to the Payroll Procedures Manual Section B.

DATA ELEMENT NAME:	ALTERNATE RANGE	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	ALT_RANGE	ALTRG
CSEMPL - Historical	HALT_RANGE	HALTRG
CSLAS	LALT_RANGE	LALTRG

DEFINITION: Identifies the employee's salary range when a class has more than one range.

VALUES: Refer to the Department of Personnel Administration Civil Service Pay Scales.

DATA ELEMENT NAME:	ANNIVERSARY DATE	FORMAT:	YYM

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	ANNI_DT	ANNIDT
CSEMPL - Historical	HANNI_DT	HANNIDT

DEFINITION: Identifies the pay period an employee will be eligible for a Special Ingrade Salary Adjustment (SISA) or Merit Salary Adjustment (MSA); or if no salary adjustment can be determined or is due.

VALUES: Blank   Anniversary date is NONE or MAX

(See ANNI_DT_CD or HANNIDT_CD)

YYYY/MM   Value displays as 4-digit year and 2-digit month of anniversary date.

In WHERE/IF phrases, use YYYYMM.

DATA ELEMENT NAME:	ANNIVERSARY DATE CODE	FORMAT:	A4

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	ANNI_DT_CD	ANNICD
CSEMPL - Historical	HANNI_DT_CD	HANNICD

DEFINITION: Indicates whether or not an employee will be eligible for a Special Ingrade Salary Adjustment (SISA) or Merit Salary Adjustment (MSA).

VALUES:

MAX   Based on salary is maximum for the class or CEA employee's salary equals or exceeds CEA supervisor on same level.

NONE   Employee is not eligible for a SISA or MSA; or salary adjustment cannot be determined.

YES   Employee is eligible for a SISA or MSA.

(See ANNI_DT_CD or HANNI_DT_CD for the pay period an employee is eligible.)

DATA ELEMENT NAME:	APPOINTMENT EXPIRATION DATE	FORMAT:	YYMD

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	APPT_EXP_DT	APPTEXP
CSEMPL - Historical	HAPPT_EXP_DT	HAPPTEXP

DEFINITION: Identifies the expiration date of an appointment.

VALUES: YYYY/MM/DD   Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

DATA ELEMENT NAME:	APPOINTMENT EXPIRATION HOURS	FORMAT:	A4

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	APPT_EXP_HR	APPTEXPHR
CSEMPL - Historical	HAPPT_EXP_HR	HAPPTEXPHR

DEFINITION: Identifies the hour of an appointment expiration if part of a day.

VALUES: Values display X.XX

In WHERE/IF phrases, use X.XX.

DATA ELEMENT NAME:	APPOINTMENT TENURE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	APPT_TENURE	APPTEN
CSEMPL - Historical	HAPPT_TENURE	HAPPTEN
CSLAS	LAPPT_TENURE	LAPPTEN

DEFINITION: Identifies the tenure of the appointment the employee is serving.

VALUES:

C   Career Executive Assignment

E   Emergency

L   Limited term or specific period appointment (excluding TAU and exempt)

P   Permanent, including training assignment and permanent exempt

R   CalPERS or STRS Annuitant

T   TAU or temporary exempt (including TAU in lieu of permanent or TAU in lieu of limited term)

DATA ELEMENT NAME:	APPOINTMENT TYPE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	APPT_TYPE	APPT
CSEMPL - Historical	HAPPT_TYPE	HAPPT
CSLAS	LAPPT_TYPE	LAPPT

DEFINITION: Computer generated code assigned by State Controller's Office (SCO), Personnel/Payroll Services Division (PPSD) that identifies the type of appointment or separation transaction.

VALUES:

A	Appointment From List
B	Reinstatement
C	Promotion
D	Demotion
E	Emergency
F	Transfer
G	SPB or Court Action
H	Exempt
I	Retired employee
J	Training and Development
K	TAU
L	Leave of Absence Without Pay
M	Military Leave Without Pay
N	Non-Industrial Disability Leave
P	Permanent Separation Without Fault
Q	Disability Retirement
R	Service Retirement
S	Punitive Suspension
T	Lay-off
U	To Accept Exempt Appointment
W	Permanent Separation With Fault
X	Death

DATA ELEMENT NAME:	BASED ON SALARY	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	BASE_PAY_RT	BASEPAY
CSEMPL - Historical	HBASE_PAY_RT	HBASEPAY
CSLAS	LBASE_PAY_RT	LBASEPAY

DEFINITION: Identifies the rate on which the employee's salary is based.

VALUES:

DATA ELEMENT NAME:	BIRTHDATE	FORMAT:	YYMD

FILE:	FIELDNAME:	ALIAS:
ALL (EXCEPT POSITION)	BIRTHDATE	BIRTH

DEFINITION: Identifies an employee's birthdate.

VALUES: YYYY/MM/DD   Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

DATA ELEMENT NAME:	BUDGET FUNCTION CODE	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	BUDGET_CODE	BUDGET

DEFINITION: Used in the position control system to group multiple agency/reporting units into a single budgetary unit, or identify an agency/reporting unit as a budgetary entity.

NOTE: Applicable only for agencies using budget function code.

VALUES:

DATA ELEMENT NAME:	CARRIER NAME	FORMAT:	A32

FILE:	FIELDNAME:	ALIAS
CSPMTS - Deductions	CARRIER	CARRIER

DEFINITION: A MIRS generated field that converts the deduction and organization codes to the name of the health, dental or vision carrier.

VALUES: Refer to the Payroll Procedures Manual Section B.

DATA ELEMENT NAME:	CARRIER NAME - ABBREVIATED	FORMAT:	A11

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Deductions	CARRIER_ABBR	CARRABBR

DEFINITION: The abbreviated name for the carrier name.

VALUES: Refer to the Payroll Procedures Manual Section B.

DATA ELEMENT NAME:	CLASS CODE	FORMAT:	A4

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	CLASS_CD	CLASS
CSEMPL - Historical	HCLASS_CD	HCLASS
CSPMTS - Payments	PAY_CLASS	PAYCLASS
CSPMTS - Deductions	PAY_CLASS	PAYCLASS
CSLAS	LCLASS_CD	LCLASS
THLS	THCLASS	THCLASS

DEFINITION: Identifies the employee's class code.

VALUES: Refer to the Department of Personnel Administration Civil Service Pay Scales.

DATA ELEMENT NAME:	CLASS TITLE - ABBREVIATED	FORMAT:	A18

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	CLTTL	CLTTL
CSEMPL - Historical	HCLTTL	HCLTTL
CSPMTS - Payments	CLTTL	CLTTL
CSPMTS - Deductions	CLTTL	CLTTL
CSLAS	CLTTL	CLTTL
THLAS	CLTTL	CLTTL

DEFINITION: Identifies the abbreviated classification title for a specific class and range.

VALUES: Refer to the Department of Personnel Administration Civil Service Pay Scales.

DATA ELEMENT NAME:	CLASS TYPE/CLASS CODE	FORMAT:	A5

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	CLASSCD_TP	CLASSCDTP
CSEMPL - Historical	HCLASSCD_TP	HCLASSCDTP
CSPMTS - Payments	PCLASSCDTP	PCLASSCDTP
CSPMTS - Deductions	PCLASSCDTP	PCLASSCDTP
CSLAS	LCLASSCD_TP	CLASSCDTP
THLAS	THCLASSCD_TP	CLASSCDTP

DEFINITION: Identifies the job classification of an employee's position and the class type.

VALUES: The first character identifies the class type and the last 4 characters identify the class code. Refer to the Department of Personnel Administration Civil Service Pay Scales for class code values.

Blank   Civil Service

D   DPA Statutory

E   California Conservation Corps

F   DPA Exempt

H   Hastings Law School

J   Judicial Council

L   Statutory

M   Military

P   CETA

S   SPB Exempt

DATA ELEMENT NAME:	CLEARANCE NUMBER	FORMAT:	A5

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	CLEARANCE_NU	CLNO

DEFINITION: Identifies the clearance number for payments and redeposits.

VALUES:

DATA ELEMENT NAME:	CLEARANCE TYPE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	CLEARANCE_TP	CTYPE

DEFINITION: Identifies the type of fund transfer.

VALUES:

1	Issue Payment
2	Direct Disbursement
4	Redeposit
5	Account Receivable
6	Transfer of Funds (Delete Position)
7	Transfer of Funds (Add Position)
8	Non-USPS Transaction
9	Reverse Account Receivable

DATA ELEMENT NAME:	COLLECTIVE BARGAINING DESIGNATION - EMPLOYEE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	EMP_CBDSGN	EMPDSGN
CSEMPL - Historical	HEMP_CBDSGN	HEMPDSGN
CSLAS	LEMP_CBDSGN	LEMPDSGN
THLAS	THEMPDSGN	THEMPDSGN

DEFINITION: Identifies the employee's collective bargaining designation.

VALUES: C   Confidential

E   Excluded

M   Managerial

R   Rank and File

S   Supervisory

DATA ELEMENT NAME:	COLLECTIVE BARGAINING DESIGNATION - NAME	FORMAT:	A13

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	DSGN_NAME	DSGN_NAME
CSEMPL - Historical	HDSGN_NAME	HDSGN_NAME
CSLAS	LDSGN_NAME	LDSGN_NAME
THLAS	THDSGN_NAME	THDSGN_NAME

DEFINITION: Descriptive name for an employee's collective bargaining designation.

VALUES: CONFIDENTIAL

EXCLUDED

MANAGERIAL

RANK AND FILE

SUPERVISORY

DATA ELEMENT NAME:	COLLECTIVE BARGAINING DESIGNATION - PAY SCALE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	CB_DESIG	CBDES
CSPMTS - Deductions	CB_DESIG	CBDES

DEFINITION: Identifies the Department of Personnel Administration Civil Service Pay Scale value for the collective bargaining designation for a specific class code.

VALUES:

E   Excluded

M   Managerial

R   Rank and File

S   Supervisory

U   Split class

DATA ELEMENT NAME:	COLLECTIVE BARGAINING IDENTIFIER	FORMAT:	A4

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	EMPCBID	EMPCBID
CSEMPL - Historical	HEMPCBID	HEMPCBID
CSLAS	LEMPCBID	LEMPCBID
THLAS	THEMPCBID	THEMPCBID

DEFINITION: Identifies the employee's assigned collective bargaining designation and unit.

VALUES:

C01-C21	Confidential
E-E99	Refer to the Department of Personnel Administration Civil Service Pay Scales.
M01-M21	Managerial
M99	Undecided
R01-R21	Rank and File
S-S21	Supervisory

DATA ELEMENT NAME:	COLLECTIVE BARGAINING UNIT - EMPLOYEE	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	EMP_CBUNIT	EMPCBUNT
CSEMPL - Historical	HEMP_CBUNIT	HEMPCBUNT
CSLAS	LEMP_CBUNIT	LEMPCBUNT
THLAS	THEMPCBUNT	THEMPCBUNT

DEFINITION: Identifies the employee's collective bargaining unit.

VALUES: Blank

01 - 99

DATA ELEMENT NAME:	COLLECTIVE BARGAINING UNIT - PAY SCALE	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	CB_UNIT	CBUNT
CSPMTS - Deductions	CB_UNIT	CBUNT

DEFINITION: Identifies the Department of Personnel Administration Civil Service Pay Scales value of the collective bargaining unit for the class code.

VALUES: Refer to the Department of Personnel Administration Civil Service Pay Scales.

DATA ELEMENT NAME:	COUNTY CODE	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	COUNTY_CD	COUNTY
CSEMPL - Historical	HCOUNTY_CD	HCOUNTY

DEFINITION: Identifies the county in which the employee works.

VALUES:

01	Alameda	32	Plumas
02	Alpine	33	Riverside
03	Amador	34	Sacramento
04	Butte	35	San Benito
05	Calaveras	36	San Bernardino
06	Colusa	37	San Diego
07	Contra Costa	38	San Francisco
08	Del Norte	39	San Joaquin
09	El Dorado	40	San Luis Obispo
10	Fresno	41	San Mateo
11	Glenn	42	Santa Barbara
12	Humboldt	43	Santa Clara
13	Imperial	44	Santa Cruz
14	Inyo	45	Shasta
15	Kern	46	Sierra
16	Kings	47	Siskiyou
17	Lake	48	Solano
18	Lassen	49	Sonoma
19	Los Angeles	50	Stanislaus
20	Madera	51	Sutter
21	Marin	52	Tehama
22	Mariposa	53	Trinity
23	Mendocino	54	Tulare
24	Merced	55	Tuolumne
25	Modoc	56	Ventura
26	Mono	57	Yolo
27	Monterey	58	Yuba
28	Napa	60	Out of State
29	Nevada	61	Chicago, IL
30	Orange	62	New York, NY
31	Placer	70	Outside USA

DATA ELEMENT NAME:	COUNTY NAME	FORMAT:	A17

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	COUNTY_NAME	COUNTY_NAME
CSEMPL - Historical	HCOUNTY_NAME	HCOUNTY_NAME

DEFINITION: A MIRS generated field that converts the numeric county code to the name of the county.

VALUES:

ALAMEDA	PLUMAS
ALPINE	RIVERSIDE
AMADOR	SACRAMENTO
BUTTE	SAN BENITO
CALAVERAS	SAN BERNARDINO
COLUSA	SAN DIEGO
CONTRA COSTA	SAN FRANCISCO
DEL NORTE	SAN JOAQUIN
EL DORADO	SAN LUIS OBISPO
FRESNO	SAN MATEO
GLENN	SANTA BARBARA
HUMBOLDT	SANTA CLARA
IMPERIAL	SANTA CRUZ
INYO	SHASTA
KERN	SIERRA
KINGS	SISKIYOU
LAKE	SOLANO
LASSEN	SONOMA
LOS ANGELES	STANISLAUS
MADERA	SUTTER
MARIN	TEHAMA
MARIPOSA	TRINITY
MENDOCINO	TULARE
MERCED	TUOLUMNE
MODOC	VENTURA
MONO	YOLO
MONTEREY	YUBA
NAPA	OUT OF STATE
NEVADA	CHICAGO, IL
ORANGE	NEW YORK, NY
PLACER	OUTSIDE USA

DATA ELEMENT NAME:	DATA AS OF DATE - MDYY	FORMAT:	MDYY

FILE:	SYSTEM VARIABLE:
CSEMPL - Current	&&DATADT
CSEMPL - Historical	&&DATADT
CSPMTS - Payments	&&PAYDATADT
CSPMTS - Deductions	&&PAYDATADT
CSLAS	&&LDATADT
THLAS	&&THDATADT

DEFINITION: A MIRS system variable, which supplies the date a file (CSEMPL, CSPMTS, CSLAS or THLAS) was last updated.

This system variable is used in headings or footings (i.e.; DATA AS OF: &&DATADT, DATA AS OF: &&LDATADT).

VALUES: Refer to the MIRS Update Schedule for the current value for this system variable, (e.g., 07/28/2000).

DATA ELEMENT NAME:	DATA AS OF DATE - MTRDYY	FORMAT:	MTRDYY

FILE:	SYSTEM VARIABLE:
CSEMPL - Current	&&DATADT1
CSEMPL - Historical	&&DATADT1
CSPMTS - Payments	&&PAYDATADT1
CSPMTS - Deductions	&&PAYDATADT1
CSLAS	&&LDATADT1
THLAS	&&THDATADT

DEFINITION: A MIRS system variable, which supplies the date a file (CSEMPL, CSPMTS, CSLAS or THLAS) was last updated.

This system variable is used in headings or footings (i.e.; DATA AS OF: &&DATADT1, DATA AS OF: &&LDATADT1).

VALUES: Refer to the MIRS Update Schedule for the current value for this field, (e.g., July 28, 2000).

DATA ELEMENT NAME:	DEDUCTION AMOUNT	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Deductions	DED_AMOUNT	DEDAMT

DEFINITION: The amount of the deduction.

VALUES:

DATA ELEMENT NAME:	DEDUCTION CODE	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Deductions	DED_CODE	DEDCD

DEFINITION: Identifies the specific deduction for health, dental, vision, flex and benefit life insurance (e.g., Deduction Code 100 - Dental Care Plans) and/or the particular organization/company for whom monies are being deducted from employee salaries (e.g., Deduction Code 056 - Kaiser).

VALUES: Refer to the Payroll Procedures Manual Section B.

DATA ELEMENT NAME:	DEDUCTION TYPE	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Deductions	DED_TYPE	DEDTP

DEFINITION: Identifies the type of deduction.

VALUES:

BL	Employer sponsored life insurance
HB	Employer sponsored health benefits insurance
HD	Employer sponsored dental plan insurance
HV	Employer sponsored vision insurance
FA	FlexElect health care spending account
FB	FlexElect dependent care spending account
FC	FlexElect benefits cash option
FD	FlexElect dental plans
FF	Flex employer paid administration fee
FG	Assembly long term care insurance
FH	FlexElect health plans
FK	Kaiser on-the-job worker's comp medical plan
FL	FlexElect parking

DATA ELEMENT NAME:	DEDUCTION TYPE - NAME	FORMAT:	A12

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Deductions	DED_NAME	DED_NAME

DEFINITION: Descriptive name for type of deduction.

VALUES:

ASSEMBLY LTC	Assembly flex long term care insurance
DENTAL	Employer sponsored dental insurance
F HLTH RMB	FlexElect health care spending account
F DEP CARE	FlexElect dependent care spending account
FLEX CASH	Flex benefits cash option
FLEX PARKING	FlexElect parking
HEALTH	Employer sponsored health benefits insurance
KOJ PLAN	Kaiser on-the-job worker's comp medical plan
LIFE INS	Employer sponsored life insurance
ST FLEX FEE	Flex employer-paid administrative fee
VISION	Employer sponsored vision insurance

DATA ELEMENT NAME:	DEPARTMENT CODE	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	DEPT_CD	DEPT
CSEMPL - Historical	HDEPT_CD	HDEPT

DEFINITION: Assigned by Personnel Services to agencies with more than one SPB statistical organization.

VALUES:　000　　None

XXX　　Organization code (e.g., 001, 003, etc.)

DATA ELEMENT NAME:	EFFECTIVE DATE & HOURS - DATE	FORMAT:	YYMD

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	EFF_DATE	EFFDT
CSEMPL - Historical	HEFF_DATE	HEFFDT

DEFINITION: Identifies the effective date of the PAR transaction.

VALUES: YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

DATA ELEMENT NAME:	EFFECTIVE DATE & HOURS - HOURS	FORMAT:	A4

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	EFF_HOUR	EFFHR
CSEMPL - Historical	HEFF_HOUR	HEFFHR

DEFINITION: Identifies the effective hour and/or hundredths of an hour if the PAR transaction is effective part of a day.

VALUES: X.XX   Hours on shift

BOB   Beginning of Business

COB   Close of Business

DATA ELEMENT NAME:	ESTABLISHED EARNINGS AMOUNT - 1	FORMAT:	P8.2M

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	EARN_AMT1	EARNAMT1
CSEMPL - Historical	HEARN_AMT1	HEARNAMT1

DEFINITION: Identifies the first premium pay amount of an employee based on duties performed, work site location, job-related certifications, or physical fitness performance.

VALUES:

DATA ELEMENT NAME:	ESTABLISHED EARNINGS AMOUNT - 2	FORMAT:	P8.2M

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	EARN_AMT2	EARNAMT2
CSEMPL - Historical	HEARN_AMT2	HEARNAMT2

DEFINITION: Identifies the second premium pay amount of an employee based on duties performed, work site location, job-related certifications, or physical fitness performance.

VALUES:

DATA ELEMENT NAME:	ESTABLISHED EARNINGS AMOUNT - 3	FORMAT:	P8.2M

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	EARN_AMT3	EARNAMT3
CSEMPL - Historical	HEARN_AMT3	HEARNAMT3

DEFINITION: Identifies the third premium pay amount of an employee based on duties performed, work site location, job-related certifications, or physical fitness performance.

VALUES:

DATA ELEMENT NAME:	ESTABLISHED EARNINGS IDENTIFIER - 1	FORMAT:	A4

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	EARN_ID1	EARNID1
CSEMPL - Historical	HEARN_ID1	HEARNID1
CSPMTS - Payments	PAYEARN_ID1	PAYEARNID1

DEFINITION: CSEMPL: Identifies the first premium pay code based on duties performed, work site location, job-related certifications, or physical fitness performance.

CSPMTS: Identifies the first payment earnings identifier.

VALUES: CSEMPL: Refer to the Personnel Action Manual Item 351.

CSPMTS: Refer to the Payroll Procedures Manual, Section B.

DATA ELEMENT NAME:	ESTABLISHED EARNINGS IDENTIFIER - 2	FORMAT:	A4

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	EARN_ID2	EARNID2
CSEMPL - Historical	HEARN_ID2	HEARNID2
CSPMTS - Payments	PAYEARN_ID2	PAYEARNID2

DEFINITION: CSEMPL: Identifies the second premium pay code based on duties performed, work site location, job-related certifications, or physical fitness performance.

CSPMTS: Identifies the second payment earnings identifier.

VALUES: CSEMPL: Refer to the Personnel Action Manual Item 351.

CSPMTS: Refer to the Payroll Procedures Manual, Section B.

DATA ELEMENT NAME:	ESTABLISHED EARNINGS IDENTIFIER - 3	FORMAT:	A4

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	EARN_ID3	EARNID3
CSEMPL - Historical	HEARN_ID3	HEARNID3
CSPMTS - Payments	PAYEARN_ID3	PAYEARNID3

DEFINITION: CSEMPL: Identifies the third premium pay code based on duties performed, work site location, job -related certifications, or physical fitness performance.

CSPMTS: Identifies the third payment earnings identifier.

VALUES: CSEMPL: Refer to the Personnel Action Manual Item 351.

CSPMTS: Refer to the Payroll Procedures Manual, Section B.

DATA ELEMENT NAME:	ETHNIC ORIGIN - CODE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
ALL (EXCEPT POSITION)	ETHNIC_CD	ETHNIC

DEFINITION: Identifies the employee's ethnic origin.

VALUES: Refer to the Personnel Action Manual Item 445.

NOTE: 9 is a California State University designation for Mexican-American.

DATA ELEMENT NAME:	ETHNIC ORIGIN - NAME	FORMAT:	A11

FILE:	FIELDNAME:	ALIAS:
ALL (EXCEPT POSITION)	ETHNIC_NAME	ETHNIC_NAME

DEFINITION: Descriptive name for an employee's ethnic classification.

VALUES:

AMER INDIAN	American Indian, Aleut or Eskimo
ASIAN	Japanese, Chinese, Korean, Vietnamese, Asian Indian, Cambodian, Laotian, or other Asian
BLACK	Black
FILIPINO	Filipino
HISPANIC	Mexican, Mexican-American/Chicano, Puerto Rican, Cuban or any other Spanish/Hispanic
OTHER	Other not listed
PACIFIC ISL	Hawaiian, Samoan, Guamanian/Chamorro, or other Pacific Islander
WHITE	White

DATA ELEMENT NAME:	GROSS PAY	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	GROSS_PAY	GROSS

DEFINITION: The gross amount of the payment.

VALUES:

DATA ELEMENT NAME:	ISSUE DATE	FORMAT:	YYMD

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	ISSUE_DT	ISSUEDT

DEFINITION: Identifies the date an adjustment was made or a payment was issued.

VALUES: YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

DATA ELEMENT NAME:	JOB INCURRED INJURY - BENEFIT DATE	FORMAT:	YYMD

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	BENEFIT_DT	BENEFITDT
CSEMPL - Historical	HBENEFIT_DT	HBENEFITDT

DEFINITION: Identifies date Industrial Disability Leave (IDL) is approved; or State Compensation Insurance Fund (SCIF) compensation is received.

VALUES: YYYY/MM/DD   Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

DATA ELEMENT NAME:	JOB INCURRED INJURY - CODE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	INJURY_CD	INJCD
CSEMPL - Historical	HINJURY_CD	HINJCD

DEFINITION: Identifies the type of compensation resulting from an employee's job-incurred injury or illness.

VALUES:

1	On WCTD	On payroll, employee has credits for full supplementation
2	On WCTD	Off payroll, employee does not have credits for or does not want full supplementation
3	Off WCTD	On payroll at time of return to work
4	Off WCTD	Off payroll at time of return to work
5	On IDL	Off payroll
6	Off IDL	On payroll

DATA ELEMENT NAME:	JOB INCURRED INJURY DATE	FORMAT:	YYMD

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	INJURY_DT	INJDT
CSEMPL - Historical	HINJURY_DT	HINJDT

DEFINITION: Identifies the date of an employee's injury.

VALUES: YYYY/MM/DD   Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

DATA ELEMENT NAME:	LEAVE BENEFIT ABBREVIATED NAME	FORMAT:	A8

FILE:	FIELDNAME:	ALIAS:
CSLAS	BENEFIT_NAME	BENNM
THLAS	THBENNM	THBENNM

DEFINITION: The abbreviated name for a leave benefit.

VALUES: Refer to the California Leave Accounting System (CLAS) Manual Section D.

DATA ELEMENT NAME:	LEAVE BENEFIT ACCRUAL RATE INDICATOR	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
THLAS	ACCRUALRATEIND	ACCRUALRATEIND

DEFINITION: Indicates whether the transaction accrual rate of an "accrued" benefit is standard or nonstandard.

VALUES: Blank   A nonaccrual type transaction

N   Nonstandard

S   Standard

DATA ELEMENT NAME:	LEAVE BENEFIT BALANCE	FORMAT:	P8.2

FILE:	FIELDNAME:	ALIAS:
CSLAS	BENEFIT_BAL	BENBAL

DEFINITION: The current balances for leave benefits.

NOTE: A zero balance will be displayed if the leave benefit balance equals zero or if the leave benefit is out-of-service (use the BEN_OUT_IND field to identify out-of-service leave benefits).

VALUES: XXXXX.XX

DATA ELEMENT NAME:	LEAVE BENEFIT FULL TIME ACCRUAL RATE	FORMAT:	P8.3

FILE:	FIELDNAME:	ALIAS:
THLAS	STDACCRUALRATE	STDACCRUALRATE

DEFINITION: The amount of an "accrued" benefit credited to an employee upon completion of one month of qualifying State Service.

VALUES: XXXX.XXX

DATA ELEMENT NAME:	LEAVE BENEFIT IDENTIFIER	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
CSLAS	BENEFIT_ID	BENID
THLAS	THBENID	THBENID

DEFINITION: Identifies the leave benefit.

VALUES: Refer to the California Leave Accounting System (CLAS) Manual Section D.

DATA ELEMENT NAME:	LEAVE BENEFIT NAME	FORMAT:	A25

FILE:	FIELDNAME:	ALIAS:
THLAS	THFULL_BENNM	THFULL_BENNM

DEFINITION: Identifies the full name of a Leave Benefit.

VALUES: Refer to the California Leave Accounting System (CLAS) Manual Section D.

DATA ELEMENT NAME:	LEAVE BENEFIT OUT-OF-SERVICE INDICATOR	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSLAS	BEN_OUT_IND	BENOUT

DEFINITION: Indicates whether a benefit is out-of-service or in-service.

VALUES: Blank   Benefit is in-service

X   Benefit is out-of-service

DATA ELEMENT NAME:	LEAVE BENEFIT TRANSACTION AMOUNT	FORMAT:	P8.3

FILE:	FIELDNAME:	ALIAS:
THLAS	THTRANSAMT	THTRANSAMT

DEFINITION: The amount of debit or credit to the balance of a specific leave benefit.

VALUES: XXXX.XXX

DATA ELEMENT NAME:	LEAVE BENEFIT TRANSACTION CODE	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
THLAS	THTRANSCD	THTRANSCD

DEFINITION: A unique code which defines the way a leave benefit amount is to be processed.

VALUES: Refer to the California Leave Accounting System (CLAS) Manual Section D.

DATA ELEMENT NAME:	LEAVE BENEFIT TRANSACTION CODE NAME	FORMAT:	A12

FILE:	FIELDNAME:	ALIAS:
THLAS	THTRANS_NAME	THTRANS_NAME

DEFINITION: Indicates the way a leave benefit is to be processed.

VALUES: Refer to the California Leave Accounting System (CLAS) Manual Section D.

DATA ELEMENT NAME:	LEAVE BENEFIT TRANSACTION PREMIUM AMOUNT	FORMAT:	P8.3

FILE:	FIELDNAME:	ALIAS:
THLAS	THPREMAMT	THPREMAMT

DEFINITION: The amount of extra leave reported when time is earned at a ratio greater than 1 to 1. For example, if overtime is earned at 1.5 times and an employee worked 4 hours of overtime, this field would display 2 hours. The original 4 hours will display in the transaction amount.

VALUES: XXXX.XXX

DATA ELEMENT NAME:	LEAVE PERIOD	FORMAT:	YYM

FILE:	FIELDNAME:	ALIAS:
THLAS	THLVPD	THLVPD

DEFINITION: Identifies an accounting period for leave activity.

VALUES: YYYY/MM   Values display as 4-digit year and 2-digit month.

In WHERE/IF phrases, use YYYYMM.

DATA ELEMENT NAME:	MEDICARE (EMPLOYEE)	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	MEDICARE_W	MEDW

DEFINITION: The amount of the employee contribution to Medicare.

VALUES:

DATA ELEMENT NAME:	MEDICARE (STATE SHARE)	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	SS_MED_W	SSMEDW

DEFINITION: The amount of the employer contribution to Medicare.

VALUES:

DATA ELEMENT NAME:	NAME - FIRST AND MIDDLE INITIAL	FORMAT:	A16

FILE:	FIELDNAME:	ALIAS:
ALL (EXCEPT POSITION)	NAME1	NAME1

DEFINITION: Identifies the employee's first name and middle initial.

VALUES:

DATA ELEMENT NAME:	NAME - INITIALS	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
ALL (EXCEPT POSITION)	INITIAL	INITIAL

DEFINITION: A MIRS generated field that displays the first and middle initials of an employee's name.

VALUES:

DATA ELEMENT NAME:	NAME - LAST	FORMAT:	A21

FILE:	FIELDNAME:	ALIAS:
ALL (EXCEPT POSITION)	SUR_NAME	SURNAME

DEFINITION: Identifies the employee's last name.

VALUES:

DATA ELEMENT NAME:	NAME - LAST, FIRST, MIDDLE INITIAL	FORMAT:	A39

FILE:	FIELDNAME:	ALIAS:
ALL (EXCEPT POSITION)	FULL_NAME	FULL_NAME

DEFINITION: Identifies employee's last name, first name and middle initial.

> **NOTE:** When using the CSPMTS or THLAS file, employees who have transferred to another department will display the value "EMPLOYEE TRANSFERRED".

VALUES:

DATA ELEMENT NAME:	NAME - LAST, INITIALS	FORMAT:	A26

FILE:	FIELDNAME:	ALIAS:
ALL (EXCEPT POSITION)	F_NAME	F_NAME

DEFINITION: A MIRS generated field that displays an employee's last name and first and middle initial.

NOTE: When using the CSPMTS or THLAS file, employees who have transferred to another department will display the value "EMPLOYEE TRANSFERRED".

VALUES:

DATA ELEMENT NAME:	NUMBER OF MONTHS	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	APPT_MONTHS	APPTMO
CSEMPL - Historical	HAPPT_MONTHS	HAPPTMO

DEFINITION: Identifies number of months of an appointment, managerial tenure or time worked if counted on an "Actual Time Worked" basis.

VALUES:

NM	Non-restricted managerial tenure
P	TAU in lieu of permanent
PT	TAU in lieu of permanent with time to be counted on an "Actual Time Worked" basis
RM	Restricted managerial tenure
T	Temporary and time to be counted on an "Actual Time Worked" basis
01-24	The number of months of an appointment

DATA ELEMENT NAME:	OATH/NON CITIZEN	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	OATH	OATH
CSEMPL - Historical	HOATH	HOATH

DEFINITION: Identifies if an oath has been signed or if non-citizen, whether employee has Social Security coverage based on type of visa.

VALUES:
A   Non-resident alien not subject to Social Security or Medicare deduction
B   Resident or non-resident alien subject to Social Security or Medicare
X   Employee is a citizen and oath has been signed

DATA ELEMENT NAME:	ORGANIZATION CODE	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Deductions	ORG_CODE	ORGCD

DEFINITION: Identifies the deduction company or organization.

VALUES: Refer to the Payroll Procedures Manual Section B.

DATA ELEMENT NAME:	OTHER ELIGIBILITY SUBSTANTIATION	FORMAT:	A29

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	OTHER_SUBST	SUBSTN
CSEMPL - Historical	HOTHER_SUBST	HSUBSTN

DEFINITION: Identifies the class code - agency code - name and/or date(s), or reason for the substantiation code.

VALUES: Refer to the Personnel Action Manual Item 957.

DATA ELEMENT NAME:	OTHER ELIGIBILITY SUBSTANTIATION - CODE	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	OTHER_SUBCD	SUBCD
CSEMPL - Historical	HOTHER_SUBCD	HSUBCD

DEFINITION: Identifies eligibility necessary for certain types of permissive and mandatory reinstatements; eligibility necessary for demotion or transfer with or without examination; qualification for payment of leave credits under certain conditions; reason for termination of CEA appointment upon reinstatement or transfer; eligibility for or termination of certain types of disability benefits; an illegal appointment under G.C. 19257.5; or seasonal classification appointment justification.

VALUES: Refer to the Personnel Action Manual Item 957.

DATA ELEMENT NAME:	OVERTIME CODE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	OVERTIME_CD	OT

DEFINITION: Identifies the overtime code.

VALUES:

Blank	Straight Time
A	Quintuple Time
B	Quintuple Time and One Half
1	Time and One Half
2	Half Time
3	Double Time
4	Double Time and One Quarter
5	Double Time and One Half
6	Triple Time
7	Triple Time and Three Quarters
8	Quadruple Time
9	Quadruple Time and One Half

DATA ELEMENT NAME:	PAR KEYED DATE	FORMAT:	YYMD

FILE:	FIELDNAME:	ALIAS
CSEMPL - Current	PAR_DATE	PARDT
CSEMPL - Historical	HPAR_DATE	HPARDT

DEFINITION: Identifies the date the PAR was entered into the Employment History system.

DATA ELEMENT NAME:	PARTY RATE CODE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Deductions	PARTY_RT_CD	PARTY

DEFINITION: Identifies the number of people covered under a health, dental or vision employer sponsored insurance plan.

VALUES:

A   Employee who has entered into a domestic partnership and one dependent under same plan

B   Employee who has entered into a domestic partnership and two or more dependents under same plan

1   Employee only

2   Employee and one dependent under same plan

3   Employee and two or more dependents under same plan

4   Employee under supplement to Medicare and one dependent under basic plan

5   Employee under supplement to Medicare and two or more dependents under basic plan

6   Employee and one dependent under supplement to Medicare and one or more dependents under basic plan

7   Employee under basic plan and one dependent under supplement to Medicare

8   Employee and one or more dependents under basic plan and two or more dependents under supplement to Medicare

9   Employee and one or more dependents under basic plan and one dependent under supplement to Medicare

DATA ELEMENT NAME:	PAY FREQUENCY	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	PAY_FREQ	PAYFREQ
CSEMPL - Historical	HPAY_FREQ	HPAYFREQ
CSLAS	LPAY_FREQ	LPAYFREQ

DEFINITION: Identifies the period for which the salary payment is based.

VALUES: B   Bi-Weekly

M   Monthly

O   Other
(includes employees whose salary is zero or MAINT)

S   Semi-Monthly

Y   Yearly

DATA ELEMENT NAME:	PAY PERIOD	FORMAT:	YYM

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	PAYPD	PAYPD
CSPMTS - Deductions	PAYPD	PAYPD

DEFINITION: Identifies the specific time period for which payments are issued.

VALUES: YYYY/MM   Values display as 4-digit year and 2-digit month.

In WHERE/IF phrases, use YYYYMM.

DATA ELEMENT NAME:	PAY PERIOD TYPE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	PAYPD_TYPE	PAYPDTP

DEFINITION: Identifies the type of pay period.

VALUES:

A   Bi-weekly - first of pay period month

B   Bi-weekly - second of pay period month

C   Bi-weekly - third of pay period month

D   Bi-weekly - June segment of period spanning two fiscal years.

E   Bi-weekly - July segment of period spanning two fiscal years.

0   Monthly

1   Semi-monthly - first half

2   Semi-monthly - second half

DATA ELEMENT NAME:	PAYMENT TYPE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	PAYMENT_TYPE	PAYTP

DEFINITION: Identifies the type of payment made.

VALUES: Refer to the Payroll Procedures Manual Section B.

DATA ELEMENT NAME:	PAYMENT TYPE - NAME	FORMAT:	A11

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	PAY_NAME	PAY_NAME

DEFINITION: Descriptive name for type of payment.

VALUES:

AWARD	(Payroll Procedures Manual Section B)
DED ADJ REF	Deduction Refund (Credit Issue)
DED ADJ A/R	Deduction A/R Collection
DSBLTY SUPP	Supplemental Temporary Disability
EMERGENCY	Emergency
FIRE PAY	Fire Mission
FOLIO	Folio
FRINGE BEN	(Payroll Procedures Manual Section B)
IDL-FULL	Industrial Disability Leave - Full Pay
IDL - 2/3	Industrial Disability Leave - 2/3 Pay
L/S OT	Lump Sum Overtime
L/S SICK LV	Lump Sum Sick Leave
L/S VAC	Lump Sum Vacation
LC4800 REF	LC 4800 Tax Refund
MILITARY LV	Military Leave
MISC	(Payroll Procedures Manual Section B)
NDI	Non-Industrial Disability Indemnity
NON-USPS	Non-USPS transactions (Payroll Procedures Manual Section B)
OTHER	All Others
OUT-OF-ST	Out-of-State Pay (Dept. of Insurance)
OVERTIME	Overtime
PREMIUM PAY	(Payroll Procedures Manual Section B)
REGULAR	Regular
SETTLEMENT	Final Settlement
SHIFT	Shift Differential
TRADE RATE	Trade Rate Benefit
NOT DEFINED	Payment type has not been defined for MIRS

DATA ELEMENT NAME:	PAYMENT TYPE SUFFIX	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	PAY_SUFFIX	PAYSUF

DEFINITION: Identifies the kind of payment within the payment type.

VALUES: Refer to the Payroll Procedures Manual Section B.

DATA ELEMENT NAME:	PERSONNEL MONTH	FORMAT:	P10.2

FILE:	FIELDNAME:	ALIAS
CSPMTS - Payments	PERSONNEL_MO	PERSONNEL_MO

DEFINITION: A MIRS generated field that converts the number of hours in a pay period to its decimal equivalent.

VALUES:

DATA ELEMENT NAME:	PLUS SALARY	FORMAT:	P10.2M

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	PLUS_SALARY	PLUSSAL
CSEMPL - Historical	HPLUS_SALARY	HPLUSSAL

DEFINITION: Identifies an authorized additional rate of pay granted to the employee.

VALUES:

DATA ELEMENT NAME:	PLUS SALARY EXPIRATION DATE	FORMAT:	A10

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	PLUS_EXP_DT	PLUS_EXP_DT
CSEMPL - Historical	HPLUS_EXP_DT	HPLUS_EXP_DT

DEFINITION: Identifies the expiration date of an employee's authorized additional rate of pay (plus salary), indefinite plus salary authorization or no plus salary.

VALUES:

Blank   No plus salary.

INDEF   Plus salary in effect with no expiration date.

YYYY/MM/DD   Date plus salary expires. Values display as 4-digit year, 2-digit month and 2-digit day.

                     In WHERE/IF phrases, use YYYYMMDD.

DATA ELEMENT NAME:	POSITION NUMBER	FORMAT:	A16

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	PSNO	PSNO
CSEMPL - Historical	HPSNO	HPSNO
CSPMTS - Payments	PAYPSN	PAYPSN
CSPMTS - Deductions	PAYPSN	PAYPSN
CSLAS	LPSNO	LPSNO
THLAS	THPSNO	THPSNO

DEFINITION: Identifies agency code, reporting unit, class code and serial number of an employee's position.

NOTE: CSPMTS - PAYPSN identifies the position number of the payment.

VALUES: Values displayed XXX-XXX-XXXX-XXX

In WHERE/IF phrases, use XXX-XXX-XXXX-XXX.

DATA ELEMENT NAME:	POSITION SEQUENCE NUMBER	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	PSN_SEQ_NO	PSNSEQ
CSEMPL - Historical	HPSN_SEQ_NO	HPSNSEQ
CSLAS	LPSN_SEQ_NO	LPSNSEQ
THLAS	THPSNSEQ	THPSNSEQ

DEFINITION: Identifies the sequence number an employee's position is associated with.

VALUES: 01-20

DATA ELEMENT NAME:	PROBATION MONTHS	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	PROB_MONTHS	PROBMO
CSEMPL - Historical	HPROB_MONTHS	HPROBMO
CSPMTS - Payments	PROB_MONTHS	PROBMO
CSPMTS - Deductions	PROB_MONTHS	PROBMO
CSLAS	PROB_MONTHS	PROBMO
THLAS	PROB_MONTHS	PROBMO

DEFINITION: Identifies the number of probation months for a class.

VALUES: Refer to the Department of Personnel Administration Civil Service Pay Scales.

DATA ELEMENT NAME:	PROBATIONARY PERIOD - CODE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	PROB_CD	PROBCD
CSEMPL - Historical	HPROB_CD	HPROBCD

DEFINITION: Identifies an employee's probationary status.

VALUES:

Blank	Blank for tenure T, C, L, E, or R when appointed under G.C. 19144 subject to G.C. 21153 or Exempt Appointments
N	Cannot require new probationary period
1	Must serve new probationary period with this appointment
2	Waived probationary period
3	Must complete probationary period now serving
4	Completing a probationary period started prior to last appointment
5	Extending a probationary period for full-time employee only
6	Intermittent or indeterminate or fractional time base employee completed probationary period
7	Blanketed into State Service

DATA ELEMENT NAME:	PROBATIONARY PERIOD - DATE	FORMAT:	YYMD

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	PROB_END_DT	PROBEND
CSEMPL - Historical	HPROB_END_DT	HPROBEND

DEFINITION: Identifies the last day of the employee's probationary period.

VALUES: YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

DATA ELEMENT NAME:	PROFESSIONAL LICENSE - DATE	FORMAT:	YYMD

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	LIC_EXP_DT	LICEXP
CSEMPL - Historical	HLIC_EXP_DT	HLICEXP

DEFINITION: Identifies the date a professional license, credential or certificate will expire.

VALUES: YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

DATA ELEMENT NAME:	PROFESSIONAL LICENSE - TYPE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	LICENSE_TP	LICTP
CSEMPL - Historical	HLICENSE_TP	HLICTP

DEFINITION: Identifies the type of license, credential or certificate required to continue employment in specific classes.

VALUES:

1   Driver License

2   Consumer Affairs License (e.g., Medical, Engineer, Nurse, Architect, Psychiatric Technician)

3   Teaching Credential

4   Other

DATA ELEMENT NAME:	REASON FOR SEPARATION	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	SEP_REASON	SEPRSN
CSEMPL - Historical	HSEP_REASON	HSEPRSN

DEFINITION: Identifies the employee's reason for separation.

VALUE:
- 01 Other employment
- 02 Job dissatisfaction
- 03 Pregnancy leave not requested
- 04 Remain at home
- 05 Further education
- 06 Illness
- 07 Family illness or obligations
- 08 Transportation problems
- 09 Moving to another area
- 10 Personal reasons or other acceptable reasons
- 11 Parental Leave
- 13 Not listed - on file in department
- 14 Non school period
- 15 Accepting another state job after 11 working days
- 16 Failed to comply with leave conditions
- 17 Failed to submit military orders within 15 working days
- 18 Failed to meet conditions of employment
- 20 U. S. Merchant Marine Service
- 21 Full Time Red Cross Employment
- 22 Military Substitute Service
- 23 Peace Corps or Vista Service
- 25 Illegal appointment under G.C. 19257.5
- 26 Lessen impact of layoff per SPB Rule 6.2 and 361
- 27 Intermittent employee in non-work status for over 1 year
- 28 Intermittent employee waived 3 requests to report to work
- 29 Veteran's education
- 30 Technical cooperation program
- 31 Illegal appointment under G.C. 19257
- 32 Adoption
- 33 Union activity
- 34 Federal Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA)

DATA ELEMENT NAME:	REPORTING UNIT	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	UNIT	UNIT
CSEMPL - Historical	HUNIT	HUNIT
CSPMTS - Payments	PAY_UNIT	PAYUNIT
CSPMTS - Deductions	PAY_UNIT	PAYUNIT
CSLAS	LUNIT	LUNIT
THLAS	THUNIT	THUNIT

DEFINITION: Identifies the appropriation (or account) within the agency fund group from which salaries are payable.

VALUES:

DATA ELEMENT NAME:	RETIREMENT (EMPLOYEE)	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	RETIREMENT_W	RETRW

DEFINITION: The amount of the employee contribution to retirement.

VALUES:

DATA ELEMENT NAME:	RETIREMENT (STATE SHARE)	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	STATE_SH_RET	SSRETR

DEFINITION: The amount of the employer contribution to various retirement systems.

VALUES:

DATA ELEMENT NAME:	RETIREMENT ACCOUNT CODE	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	ACCOUNT_CD	ACCTCD
CSEMPL - Historical	HACCOUNT_CD	HACCTCD
CSLAS	LACCOUNT_CD	LACCTCD

DEFINITION: Code that designates an employee's retirement status.

VALUES: Refer to the Personnel Action Manual Item 505.

DATA ELEMENT NAME:	RETIREMENT COVERAGE	FORMAT:	A7

FILE:	FIELDNAME:	ALIAS
CSEMPL - Current	RETIRE_COV	RETIRE_COV
CSEMPL - Historical	HRETIRE_COV	HRETIRE_COV
CSLAS	LRETIRE_COV	LRETIRE_COV

DEFINITION: A MIRS generated field that converts the retirement account code to the retirement coverage name (i.e.; Safety, Peace Officer/Firefighter, etc.)

Note: If the Retirement Account Code (i.e.; 08) appears instead of the retirement coverage name, please contact a MIRS Consultant.

VALUES: CHP

INDUS

JRS

LRS

MISC

NON

PO/F

PST

SAFETY

STRS

DATA ELEMENT NAME:	RETIREMENT RATE	FORMAT:	A4

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	RETR_RT	RETRATE
CSEMPL - Historical	HRETR_RT	HRETRATE

DEFINITION: Identifies the percentage (in decimal fraction) to be deducted from a salary for an employee's retirement fund.

VALUES: Refer to the Personnel Action Manual Item 530.

DATA ELEMENT NAME:	RETIREMENT SYSTEMS	FORMAT:	A7

FILE:	FIELDNAME:	ALIAS
CSEMPL - Current	RETIRE_PLAN	RETIRE_PLAN
CSEMPL - Historical	HRETIRE_PLAN	HRETIRE_PLAN
CSLAS	LRETIRE_PLAN	LRETIRE_PLAN

DEFINITION: A MIRS generated field that converts the retirement account codes to different retirement systems.

Note: If the Retirement Account Code (i.e.; 08) appears instead of the retirement system name, please contact a MIRS Consultant.

VALUES: CALPERS

JRS

LRS

NON

PST

STRS

DATA ELEMENT NAME:	RETIREMENT TIER INFORMATION	FORMAT:	A10

FILE:	FIELDNAME:	ALIAS
CSEMPL - Current	RETIRE_INFO	RETIRE_INFO
CSEMPL - Historical	HRETIRE_INFO	HRETIRE_INFO
CSLAS	LRETIRE_INFO	LRETIRE_INFO

DEFINITION: A MIRS generated field that converts the retirement account codes to different retirement tiers.

VALUES: Refer to the Personnel Action Manual Item 505.

DATA ELEMENT NAME:	RIGHT OF RETURN DESIGNATION	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	RET_RIGHT	RETURN
CSEMPL - Historical	HRET_RIGHT	HRETURN

DEFINITION: Identifies the circumstances of an employee's mandatory right of return. That is, whether he/she has or has not a mandatory right of return following another appointment or temporary separation and the length of such right.

VALUES:

01   Indefinite right of return from appointment effective date when accepting exempt appointment

02   Four year right of return from appointment effective date when accepting exempt appointment

03   Six month right of return from appointment effective date when accepting exempt appointment

04   Does **not** have a right of return

05   Right of return upon expiration date of temporary separation

06   Right of return upon rejection during probationary period only

07   Right of return but does not wish to exercise it

08   Did not request right of return within legal time limit

09   Right of return upon termination/expiration of appointment.

DATA ELEMENT NAME:	ROLL CODE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	ROLL_CODE	ROLLCD

DEFINITION: Identifies the pay plan of the employee.

VALUES:

0	Positive attendance, paid monthly - miscellaneous rates
1	Negative attendance, paid monthly - monthly rate
2	Negative attendance, paid semi-monthly - monthly rate
3	Positive attendance, paid monthly - hourly rate
4	Positive attendance, paid semi-monthly - hourly rate
5	Positive attendance, paid monthly - daily rate
6	Positive attendance, paid semi-monthly - hourly rate
7	Positive attendance, paid bi-weekly - hourly rate
8	Positive attendance, paid semi-monthly - monthly rate

DATA ELEMENT NAME:	SAFETY MEMBER	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	SAFETY	SAFETY
CSEMPL - Historical	HSAFETY	HSAFETY
CSLAS	LSAFETY	LSAFETY

DEFINITION: Identifies the employee's CalPERS category.

VALUES:

IND   Industrial Member

MIS   Miscellaneous Member

NO   Non-Retirement Member

PAT   Patrol Member

POF   Peace Officer/Firefighter Member

SAF   Safety Member

DATA ELEMENT NAME:	SALARY PER	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	SALARY_PER	SALPER
CSEMPL - Historical	HSALARY_PER	HSALPER
CSLAS	LSALARY_PER	LSALPER

DEFINITION: Identifies the rate on which an employee's salary is based.

VALUES:

D Day (or visit or meeting when paid by the day)

H Hour

M Month

O Other (for piece work salary in fraction of a cent or if Based on Salary, shows MAINT or zero)

U Unit (for other than fraction of a cent)

Y Year

DATA ELEMENT NAME:	SALARY RATE	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	PAY_SALARY	PAYSAL

DEFINITION: Identifies the salary rate used to compute the payment.

NOTE: If the payment is not computed based on a salary rate (such as a merit award) the salary rate will show zero.

VALUES:

DATA ELEMENT NAME:	SCHEMATIC CODE	FORMAT:	A4

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	SCHEM	SCHEM
CSEMPL - Historical	HSCHEM	HSCHEM
CSPMTS - Payments	SCHEM	SCHEM
CSPMTS - Deductions	SCHEM	SCHEM
CSLAS	SCHEM	SCHEM
THLAS	SCHEM	SCHEM

DEFINITION: Identifies the schematic code used to locate the classification in the schematic section of the pay scales.

VALUES: Refer to the Department of Personnel Administration Civil Service Pay Scales.

DATA ELEMENT NAME:	SEPARATION EXPIRATION DATE and HOURS - DATE	FORMAT:	YYMD

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	SEP_EXP_DT	SEPEXP
CSEMPL - Historical	HSEP_EXP_DT	HSEPEXP

DEFINITION: Identifies the last day an employee may be on a temporary separation.

VALUES: YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

DATA ELEMENT NAME:	SEPARATION EXPIRATION DATE and HOURS - HOURS	FORMAT:	A4

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	SEP_EXP_HR	SEPEXPHR
CSEMPL - Historical	HSEP_EXP_HR	HSEPEXPHR

DEFINITION: Identifies the last hour of the day an employee may be on a temporary separation.

VALUE: Values displayed X.XX

In WHERE/IF phrases, use X.XX.

DATA ELEMENT NAME:	SERIAL NUMBER	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	SERIAL_NO	SRL
CSEMPL - Historical	HSERIAL_NO	HSRL
CSPMTS - Payments	PAY_SERIAL	PAYSRL
CSPMTS - Deductions	PAY_SERIAL	PAYSRL
CSLAS	LSERIAL_NO	LSRL
THLAS	THSRL	THSRL

DEFINITION: Identifies the position within each class in each function as an established or blanket position.

VALUES:

DATA ELEMENT NAME:	SEX CODE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
ALL (EXCEPT POSITION)	SEX	SEX

DEFINITION: Identifies the employee's gender.

VALUES: F Female

M Male

DATA ELEMENT NAME:	SHIFT DIFFERENTIAL	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	SHIFT_DIFF	SHIFT
CSEMPL - Historical	HSHIFT_DIFF	HSHIFT

DEFINITION: Identifies an employee as entitled to receive a differential rate for evening or night shift work.

VALUES: Refer to the Personnel Action Manual Item 345.

DATA ELEMENT NAME:	SHIFT DIFFERENTIAL CODE	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	PAY_SHIFT	PAYSHIFT

DEFINITION: Identifies the shift employee worked and was paid.

VALUES: Refer to the Payroll Procedures Manual Section B.

DATA ELEMENT NAME:	SOCIAL SECURITY (EMPLOYEE)	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	SOC_SEC_W	SOCSECW

DEFINITION: The amount of the employee contribution to Social Security.

VALUES:

DATA ELEMENT NAME:	SOCIAL SECURITY (STATE SHARE)	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	SS_SOC_SEC_W	SSSOCSECW

DEFINITION: The amount of the employer contribution to Social Security.

VALUES:

DATA ELEMENT NAME:	SOCIAL SECURITY/MEDICARE (EMPLOYEE)	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	OASDIMEDW	OASDIMEDW

DEFINITION: The amount of the employee contribution to Social Security or Medicare.

VALUES:

DATA ELEMENT NAME:	SOCIAL SECURITY/MEDICARE (STATE SHARE)	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	SSOASDIMED	SSOASDIMED

DEFINITION: The amount of the employer contribution to Social Security or Medicare.

VALUES:

DATA ELEMENT NAME:	SOCIAL SECURITY MEMBER	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	OASDI	OASDI
CSEMPL - Historical	HOASDI	HOASDI

DEFINITION: Identifies if an employee has Social Security or Medicare coverage or neither.

VALUES:

MED   Medicare coverage

NO   Neither

YES   Social Security coverage

DATA ELEMENT NAME:	SOCIAL SECURITY NUMBER	FORMAT:	A11

FILE:	FIELDNAME:	ALIAS:
ALL (EXCEPT POSITION)	SSN	SSN

DEFINITION: Identifies the employee's unique number assigned by the Social Security Administration.

VALUES: Values displayed as XXX-XX-XXXX

In WHERE/IF phrases, use XXX-XX-XXXX.

DATA ELEMENT NAME:	SPECIAL PAY	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	SPECIAL_PAY	SPECPAY
CSEMPL - Historical	HSPECIAL_PAY	HSPECPAY

DEFINITION: Identifies if employee is on or off fire mission status or receiving various range salary.

VALUES:

F On Fire Mission Status

N On Non-Fire Mission Status

V Various Range Salary or
Brand Inspector - Intermittent (0304) or
Physician and Surgeon II - Intermittent (7565) or
Retired Annuitant

DATA ELEMENT NAME:	STATE SERVICE MONTHS (CLAS)	FORMAT:	P3

FILE:	FIELDNAME:	ALIAS:
CSLAS	SS_MONTHS	SSMONTHS

DEFINITION: Identifies an employee's total state service months.

VALUES: 1 - 999

DATA ELEMENT NAME:	STATE SERVICE OUT-OF-SERVICE INDICATOR	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSLAS	SS_OUT_IND	SSOUT

DEFINITION: Indicates whether state service is out-of-service or in-service.

VALUES: Blank   State service is in-service

       X   State service is out-of-service

DATA ELEMENT NAME:	STATE SHARE AMOUNT	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Deductions	STATE_SHARE	SS

DEFINITION: Identifies the amount of employer share of insurance premium.

VALUE:

DATA ELEMENT NAME:	STATUS CODE		FORMAT:	A8

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	STATUS_CD	STATCD
CSLAS	LSTATUS_CD	LSTATCD

DEFINITION: Identifies an employee's employment status in a position.

NOTE: CSLAS excludes these employees, who are considered Not Leave System Eligible (NLSE) by CLAS.

VALUES:

ACTIVE On pay status.

PERM SEP Permanently separated - permanently off pay status

TEMP SEP Temporarily separated – temporarily off pay status

- CSLAS excludes Layoff (S30), Termination without fault for Medical Reasons (S32), Displacement (S33) and Disability Retirement (S71) which are considered Not Leave System Eligible (NLSE) by CLAS.

DATA ELEMENT NAME:	SURVIVORS BENEFITS	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	SURVIVOR	SUR
CSEMPL - Historical	HSURVIVOR	HSUR

DEFINITION: Identifies if an employee is covered under CalPERS 1959 Survivors Benefits.

VALUES: NO   None

YES   Covered by Survivors Benefits

DATA ELEMENT NAME:	TIME		FORMAT:	P12.2C

FILE:	FIELDNAME:	ALIAS
CSPMTS - Payments	TIME	TIME

DEFINITION: A MIRS generated field that converts the number of days in a pay period to hours.

VALUES:

DATA ELEMENT NAME:	TIME BASE	FORMAT:	A7

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	TIMEBASE	TBASE
CSEMPL - Historical	HTIMEBASE	HTBASE
CSLAS	LTIMEBASE	LTBASE
THTBASE	THTBASE	THTBASE

DEFINITION: Indicates the job schedule an employee works - identified by code or part-time fraction.

VALUES:

FT   Full-time

IND   Indeterminate

INT   Intermittent

XXX/XXX   Part-time fraction (e.g., 001/004, 003/004)

DATA ELEMENT NAME:	TIME BASE DENOMINATOR - CSEMPL, CSLAS AND THLAS	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	TBASEDEN	TBASEDEN
CSEMPL - Historical	HTBASEDEN	HTBASEDEN
CSLAS	LTBASEDEN	LTBASEDEN
THLAS	THTBASEDEN	THTBASEDEN

DEFINITION: Identifies the denominator of the fraction of time an employee is appointed.

NOTE: CSEMPL: Refer to TIMEBASE for full fraction
CSLAS: Refer to LTIMEBASE for full fraction
THLAS: Refer to THTIMEBASE for full fraction

VALUES: 000   Not a part-time fractional employee

XXX   Denominator of part-time fractional employee
(e.g., 002, 003)

DATA ELEMENT NAME:	TIME BASE DENOMINATOR - CSPMTS	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	PTBASEDEN	PTBASEDEN

DEFINITION: Identifies the payment is made based on fractional rate and indicates the denominator of the fraction.

NOTE: Refer to PAY_TBASE for full fraction.

VALUES:

000	Payment based on full-time, indeterminate or intermittent fraction.
XXX	Payment based on denominator of part-time fraction (e.g., 002, 003).

DATA ELEMENT NAME:	TIME BASE FRACTION - CSPMTS	FORMAT:	A7

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	PAY_TBASE	PAYTBASE

        DEFINITION: Indicates the numerator and denominator of the fraction that an employee's payment is based.

        VALUES: Values displayed XXX/XXX

                In WHERE/IF phrases, use XXX/XXX.

                NOTE: 000/000 displays for full-time, indeterminate or intermittent time base.

| DATA ELEMENT NAME: | TIME BASE NUMERATOR - CSEMPL, CSLAS AND THLAS | FORMAT: | A3 |

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	TBASENUM	TBASENUM
CSEMPL - Historical	HTBASENUM	HTBASENUM
CSLAS	LTBASENUM	LTBASENUM
THLAS	THTBASENUM	THTBASENUM

DEFINITION: Identifies the numerator of the fraction of time an employee is appointed.

> **NOTE:** CSEMPL: Refer to TIMEBASE for full fraction
> CSLAS: Refer to LTIMEBASE for full fraction
> THLAS: Refer to THTIMEBASE for full fraction

VALUES:

000   Not a part-time fractional employee

XXX   Numerator of part-time fractional employee
(e.g., 001, 002)

DATA ELEMENT NAME:	TIME BASE NUMERATOR - CSPMTS	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	PTBASENUM	PTBASENUM

DEFINITION: Identifies the payment is made based on fractional rate and indicates the numerator of the fraction.

NOTE: Refer to PAY_TBASE for full fraction.

VALUES: 000   Payment based on full-time, indeterminate or intermittent fraction.

XXX   Payment based on numerator of part-time fraction (e.g., 001, 002).

DATA ELEMENT NAME:	TIME PAID - DAYS	FORMAT:	I3

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	TIME_PD_DAYS	DAYSPAID

DEFINITION: Identifies the days paid or adjusted.

VALUES: 000 None

XXX Time charged (e.g., 15, 20)

NOTE: Standard payments will show 99

DATA ELEMENT NAME:	TIME PAID - DAYS CONVERTED	FORMAT:	P3

FILE:	FIELDNAME:	ALIAS
CSPMTS - Payments	DAY	DAY

DEFINITION: A MIRS generated field that converts the days paid in a pay period from 99 or -99 to 21, -21, 22 or -22.

VALUES:

DATA ELEMENT NAME:	TIME PAID - HOURS	FORMAT:	P10.2

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	TIME_PD_HRS	HOURSPAID

DEFINITION: Identifies the number of hours or units (piece work only, salary type 9) paid or adjusted.

VALUES: Values displayed XXX.XX

In WHERE/IF phrases, use XXX.XX.

DATA ELEMENT NAME:	TOTAL SALARY	FORMAT:	P12.2M

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	SALARY_TOT	SALTOT
CSEMPL - Historical	HSALARY_TOT	HSALTOT
CSLAS	LSALARY_TOT	LSALTOT

DEFINITION: Identifies the employee's total salary including the actual rate, plus salary, monthly shift differential, special plus and special pay.

VALUES:

DATA ELEMENT NAME:	TRANSACTION CODE	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	TRANS_CODE	TRANSCD
CSEMPL - Historical	HTRANS_CODE	HTRANSCD

DEFINITION: Identifies the type of transaction being reported.

VALUES: Refer to the Personnel Action Manual for appointment transaction, miscellaneous change transaction and separation transaction codes.

DATA ELEMENT NAME:	TRANSACTION NAME	FORMAT:	A23

FILE:	FIELDNAME:	ALIAS
CSEMPL - Current	TRANS_NAME	TRANS_NAME
CSEMPL - Historical	HTRANS_NAME	HTRANS_NAME

DEFINITION: A MIRS generated field that converts the transaction code to a descriptive transaction name.

VALUES: To identify the values for your department, run either of the following reports:

TABLE FILE CSEMPL
BY TRANSCD
BY TRANS_NAME
END

TABLE FILE CSEMPL
BY HTRANSCD
BY HTRANS_NAME
END

DATA ELEMENT NAME:	TRANSACTION RELEASE TIME BANK IDENTIFIER	FORMAT:	A3

FILE:	FIELDNAME:	ALIAS:
THLAS	TIMEBANKCBID	TIMEBANKCBID

DEFINITION: Identifies the release time bank to which leave is donated.

VALUES: R01 - R21

DATA ELEMENT NAME:	TRANSACTION TRANSFER LEAVE BENEFIT IDENTIFIER	FORMAT:	A2

FILE:	FIELDNAME:	ALIAS:
THLAS	TRANSFERLB	TRANSFERLB

DEFINITION: Identifies the leave benefit which leave is transferred from or to.

VALUES: Refer to the California Leave Accounting System Manual, Section D.

DATA ELEMENT NAME:	TYPE OF LIST	FORMAT:	A1

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	LIST_TYPE	LISTTP
CSEMPL - Historical	HLIST_TYPE	HLISTTP

DEFINITION: Identifies type of certification list a civil service employee is appointed; or whether or not an exempt employee is eligible for CalPERS membership.

VALUES: Civil Service Employees:

Blank   None

C   CEA Roster

1   Subdivisional Reemployment

2   Departmental Reemployment

3   General Reemployment

4   Subdivisional Promotional

5   Departmental Promotional

6   Multi-Departmental Promotional

7   Servicewide Promotional

8   Preferred Limited Term

9   Open

Exempt Employees:

M   Mandatory

O   Optional

N   Not Eligible

DATA ELEMENT NAME:	WAITING PERIOD END LEAVE PERIOD	FORMAT:	A6YYM

FILE:	FIELDNAME:	ALIAS:
CSLAS	WAIT_END_LP	WAITENDLP

DEFINITION: The last leave period of the waiting period range an employee must serve before accruing or using a leave benefit.

VALUES: YYYYMM   Values display as 4-digit year and 2-digit month with slashes, i.e.; 2000/04.

In WHERE/IF phrases, use YYYYMM

DATA ELEMENT NAME:	WARRANT NUMBER	FORMAT:	A8

FILE:	FIELDNAME:	ALIAS:
CSPMTS - Payments	WARRANT_NO	WARRANTNO

DEFINITION: Identifies warrant number for payments and redeposits.

VALUES:

DATA ELEMENT NAME:	WORK WEEK GROUP	FORMAT:	A4

FILE:	FIELDNAME:	ALIAS:
CSEMPL - Current	WWGROUP	WWG
CSEMPL - Historical	HWWGROUP	HWWG
CSLAS	LWWGROUP	LWWG

DEFINITION: Identifies the workweek group assigned to an employee's class.

VALUES: Refer to the Department of Personnel Administration Civil Service Pay Scales.

DATA ELEMENT NAME:	1st PROBATION DUE DATE	FORMAT:	YYMD

FILE:	FIELDNAME:	ALIAS
CSEMPL - Current	1ST_PROB	1ST_PROB

DEFINITION: A MIRS generated field that displays the due date of an employee's first probationary period.

VALUES: YYYY/MM/DD   Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

DATA ELEMENT NAME:	2nd PROBATION DUE DATE	FORMAT:	YYMD

FILE:	FIELDNAME:	ALIAS
CSEMPL - Current	2ND_PROB	2ND_PROB

DEFINITION: A MIRS generated field that displays the due date of an employee's second probationary period.

VALUES: YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

DATA ELEMENT NAME:	3rd PROBATION DUE DATE	FORMAT:	YYMD

FILE:	FIELDNAME:	ALIAS
CSEMPL - Current	3RD_PROB	3RD_PROB

DEFINITION: A MIRS generated field that displays the due date of an employee's third probationary period.

VALUES: YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.